

DAVID Y. IGE
GOVERNOR



HAKIM OUANSAFI
EXECUTIVE DIRECTOR

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

STATE OF HAWAII
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
HONOLULU, HAWAII 96817

IN REPLY PLEASE REFER TO:
17:CPO/383

December 13, 2017

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Invitation for Bids No. PMB-2017-53, Addendum No. 2
Written Translation Services of Various Violence Against Women Act
Documents for the Hawaii Public Housing Authority

This Addendum No. 2 is to: 1) revise the procurement timeline; 2) provide clarification;
and 3) revise Attachment 1 and Attachment 2:

Part I – Revised Procurement Timeline:

Activity	Scheduled Date
Public Notice Announcing IFB	November 30, 2017
Distribution of Bid Specs/Bid Offer Form	November 30, 2017
Pre-Bid Conference	December 7, 2017
Written Questions Due to the HPHA	December 8, 2017
Written Responses Due from the HPHA	December 12, 2017
Bid Submittal Deadline	Dec 28, 2017 at 10:00 a.m. HST
Bid Opening	Dec 28, 2017 at 10:15 a.m. HST
Notice of Award	January 2018
Contract Execution	January 2018
Contract Start Date	February 1, 2018 or upon issuance of the Notice to Proceed

Part II – Clarification:

For clarification purposes, within 15 days after award of the Contract and prior to the execution of the Contract, the Successful Bidder shall furnish to the Contracting Officer a valid certificate of insurance as evidence of the Errors and Omissions insurance requirement.

Part III – Revised Attachments

1. Attachment 1a – Wage Certificate, revised December 13, 2017, **replaces** Attachment 1 issued on November 30, 2017.

Offerors shall submit the wage certification using Wage Certificate (Rev. 12/13/17) as provided herein as Attachment 1a to be considered responsive. Bid offers submitted using a prior version of the Wage Certificate may be deemed non-responsive.

2. Attachment 2a – Bid Offer Form, revised December 13, 2017, **replaces** Attachment 2 issued on November 30, 2017.

Offerors shall submit the bid offer using Bid Offer Form (Rev. 12/13/17) as provided herein as Attachment 2a to be considered responsive. Bid offers submitted using a prior version of the Bid Offer Form.

If you have any questions, please call Rick Sogawa, IFB Coordinator at (808) 832-6038. Thank you.



WAGE CERTIFICATE

SUBJECT: BID NO.: IFB PMB-2017-53

DESCRIPTION OF PROJECT

**FURNISH WRITTEN TRANSLATION AND FORMATTING
SERVICES FOR VARIOUS VAWA DOCUMENTS.**

Pursuant to Section 103-55, Hawaii Revised Statutes (HRS.), I hereby certify that if awarded the contract is in excess of \$25,000.00 the services will be performed under the following conditions:

1. The services shall be performed by employees at wages or salaries not less than wages or salaries paid to public officers and employees doing similar work.

2. All applicable laws of the Federal and State governments relating to worker's compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wages required by section 103-55, HRS.

BIDDER: _____

BY: _____
Signature of Person Authorized to Sign this Bid.

Please Print

NAME: _____

TITLE: _____

DATE: _____

IFB PMB-2017-53

**FURNISH WRITTEN TRANSLATION SERVICES FOR VARIOUS VAWA
DOCUMENTS**

BID OFFER FORM

Hawaii Public Housing Authority
Contract and Procurement Office
1002 North School Street, Bldg. D
Honolulu, HI 96817

IFB Coordinator:

The undersigned has carefully read and understands the terms and conditions specified in the Sealed Invitation for Bid, Specifications and the General Conditions by reference made a part of this Bid and hereby submits the following offer to perform the work specified.

That the undersigned further understands and agrees that by submitting this Sealed Bid, 1) it is declaring its Bid is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) it is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Date: _____

Respectfully Submitted,

Telephone No.: _____

Legal Name of Offeror

Fax No.: _____

Payment address, if other than street
address at right:

Authorized Signature (Original)

Hawaii General Excise Tax Lic. I.D. No.:

Title

Social Security or Federal I.D. No.:

Street Address

City, State, Zip Code

Offeror is: ☐ Individual ☐ Partnership ☐ Corporation ☐ Joint Venture

State of Incorporation: ☐ Hawaii *☐ Other _____

*If "other", is corporate seal available in Hawaii? ☐ Yes ☐ No

The interested offeror shall list below business firms and/or government agencies to which it has provided written translation services similar or identical to those required by the IFB.

	<u>Firm or Agency</u>	<u>Contact Person</u>	<u>Telephone No.</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Offeror's Office
Address: _____

Name of Person to Contact: _____

Telephone Number: _____ Fax Number: _____

Insurance coverage to be provided by:

Commercial General Liability: _____

Name of Agent: _____

Telephone Number: _____

Workers Comp: _____

Automobile Insurance: _____

IFB PMB 2017-53
Written Translation Services for Various VAWA Documents
Bid Offer Form

	Written Translation	Document Title	# of Pages	Est. Word Count	Traditional Chinese		Simplified Chinese		Korean		Spanish	
					Unit Price	Sub-Total	Unit Price	Sub-Total	Unit Price	Sub-Total	Unit Price	Sub-Total
1	VAWA Notice to Tenants		1	250								
2	HPHA VAWA Policy		27	16500								
3	Local Resources for Victims		7	814								
4	Notification of Occupancy Rights under VAWA (public housing)		8	4500								
5	Notification of Occupancy Rights under VAWA (Section 8)		8	4500								
6	Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking		2	700								
7	Emergency Transfer Request		2	700								
8	Notification of Your Rights and Obligations under the VAWA		6	1500								
				29,464								
	Formatting	Document Title	# of Pages	Est. Word Count	Traditional Chinese		Simplified Chinese		Korean		Spanish	
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				29,464								

Written Translation Services for Various VAWA Documents

Due Date: December 28, 2017; 10:00am HST

Bid Offer Form

Written Translation		Vietnamese	Tongan	Chuukese	Marshallese	
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HPHA VAWA Policy	27	16500				
Local Resources for Victims	7	814				
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Written Translation			Tagalog	Ilocano	Samoan	Total
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		29,464				Sub-Total
						Grand Total